

**State of Connecticut
Department of Social Services
Job Opportunity
Utilization Review Nurse**

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: May 3, 2012

Closing Date: May 10, 2012

The Department of Social Services is presently accepting applications to fill one (1) Utilization Review Nurse position within the Division of Medical Care Administration, Alternate Care Unit. This position will be located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Utilization Review Nurse (FP-23)
Position Number 33859

Bargaining Unit: New England Health Care (1199)

Salary Range: \$60,735.00- \$82,324.00 Annually

Location: 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES: This position is directly responsible for the referral/intake process for the Connecticut Home Care Program for Elders and the CT Home Care Program for Adults with Disabilities. Assignments will include information and referral and Level of Care determinations for applicants for the CT Home Care Program for Elders and CT Home Care Program for Adults with Disabilities including utilization review of total plans of care, quality improvement, prior authorization of services, coordination with community providers and management of the work flow within the unit. This position will be required to liaison with clinical staff from contracted Access Agencies. Responsibilities will also include working in interdisciplinary teams to conduct reviews of Access Agency providers to evaluate contract compliance. Position may also include representing the Department at Nursing Facility Level of Care fair hearings. Some of the work may be performed off site necessitating travel. Knowledge and or experience with the CT Home Care Program for Elders and utilization review are highly desired.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of principles, practices and current trends in nursing; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of standards of practice of medicine and nursing as well as other health care disciplines; knowledge of regulations and standards pertaining to utilization review; knowledge of care and service delivery to injured workers; interpersonal skills; oral and written communication skills; ability to analyze patient profile and progress charts to evaluate proper care and treatment.

EXPERIENCE AND TRAINING:

General Experience: Three (3) years experience as a registered professional nurse.

Special Experience: One (1) year of the General Experience must have been in hospital or institutional nursing, in a medical treatment facility, in rehabilitative or occupational nursing or providing medical review of insurance claims.

Substitution Allowed: A Bachelor's Degree in nursing may be substituted for one (1) year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license as a registered professional nurse in Connecticut.
2. Incumbents in this class may be required to travel.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates and state employees who have attained permanent status in the job classification.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records **and do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY THURSDAY, May 10, 2012, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer